

Start	6MO	1YR	2YR	3YR
\$ 14.18	\$ 15.23	\$ 16.27	\$ 16.70	\$ 17.11



# Legal Assistant

The **Grant County District Attorney's Office** is recruiting for a Legal Assistant. This position performs clerical duties of a diverse legal nature requiring considerable attention to detail and accuracy.

## Minimum Qualifications

### Education:

1. Two year degree in related field
2. Legal secretarial training preferred

### Experience:

1. Two years secretarial work experience in a legal office or court setting
2. Computer Literacy in word processing software and scanners for filing documents electronically

Note: Equivalent combinations of job related education and experience may be considered

**How to Apply:** A [Grant County application for employment](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application materials must be on file, completely filled in, **no later than 4 p.m. on December 6, 2016 to:**

**Grant County Personnel**  
111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Legal Assistant

**DEPARTMENT / AGENCY:** District Attorney

**IMMEDIATE SUPERVISOR:** District Attorney

**PAY RANGE:** Schedule 2; Grade 7

**FLSA:** Non-exempt

### **NATURE OF WORK:**

This position performs clerical duties of a diverse legal nature requiring considerable attention to detail and accuracy

### **MINIMUM QUALIFICATIONS**

#### Education:

1. Two year degree in related field
2. Legal secretarial training preferred

#### Experience:

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#### Knowledge, Skills, And Abilities:

1. Knowledge of legal terminology
2. Knowledge of the criminal justice system
3. Knowledge of office methods, practices, and procedures
4. Knowledge of spelling, punctuation, and grammar
5. Knowledge of computers and relevant software including Microsoft Word and Outlook
6. Skill in using a variety of office equipment including fax machine, copy machine, dictation system, typewriter, scanner, telephone system, and postal machine
7. Skill in performing mathematical computations
8. Skill in organization and prioritization
9. Ability to perform all tasks with the highest level of accuracy
10. Ability to work without supervision to perform tasks (such as prepare correspondence and court documents)
11. Ability to maintain records
12. Ability to type proficiently; at least 60 words per minute
13. Ability to scan documents and copy disks
14. Ability to comprehend legal forms and documents
15. Ability to communicate clearly, concisely, and tactfully both orally and in writing
16. Ability to work effectively and harmoniously with staff, attorneys, court officials, law enforcement, and the public
17. Ability to maintain confidentiality and use good judgment

### **ESSENTIAL TASKS**

Under general direction and supervision

1. Transcribe dictation
2. Act in a secretarial capacity to an attorney

3. Type legal documents such as briefs, complaints, judgments, subpoenas, petitions, memos, letters, orders, summons, warrants, detainer documents, extradition documents, search warrants, subpoena for records, and other correspondence
4. Use the Protect system to:
  - a. Maintain and implement documents and templates in Protect system
  - b. Maintain, enter, assign, and update all new and referred information in the Protect system, including traffic, juvenile, criminal, wage claim, and John Doe cases.
  - c. Maintain and update demographic information in Protect system
  - d. Maintain and update statute information in Protect system
5. Use Circuit Court Access Program (CCAP), TIME system, Wilenet, Portal 100, e-filing software and Internet programs
6. Process worthless checks
7. Gather information for witness fees
8. Notify and assist victims when needed
9. Coordinate court dates with the court system
10. Schedule and reschedule meetings, appointments, hearings or conferences
11. Receive, number, check, classify, index, cross-index, and file correspondence, legal documents, and other records
12. Maintain records and prepare reports
13. Resolve discrepancies in records
14. Prepare, sort, and distribute mail and other correspondence
15. Perform varied clerical, typing, and word processing tasks
16. Contact individuals in person, writing, telephone, and e-mail
17. Answer phones and greet visitors
18. Perform such other duties as may be assigned

#### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed with minimal supervision according to prescribed methods and procedures.

#### **SUPERVISION EXERCISED**

None

#### **ENVIRONMENTAL FACTORS**

Works in a general office setting. Moves between various floors of the facility. Dexterity in moving, picking up of objects and operating office equipment is required.